**Demand letter Template**

Name

Address

City

Country

Name debtor

Address debtor

City debtor

Country debtor

Date

Subject

Reference number

Dear Madam/Sir,

**The payment term of the invoice has expired**

According to our administration we have not received the payment of the invoice **REFERENCE NUMBER** of **AMOUNT**. A copy of the principled amount can be found in the attachment.

**Request to transfer the unpaid invoice**

Therefore, you must transfer the stated amount by no later than **DATE, include a payment term of 5 days**. The amount can be transferred into the firm’s IBAN bank account at the **BANK** under the account number **XXXXX (SWIFT/BIC)** made payable to **ACCOUNT NAME**. Please quote the reference number.

If you have any questions or remarks, feel free to contact us.

Your sincerely,

**Contact person**

**Company name**